

ROBERT L. EHRLICH, JR.
Governor

MICHAEL S. STEELE
Lt. Governor

JAMES C. DIPAULA, JR.
Secretary

CECILIA JANUSZKIEWICZ
Deputy Secretary

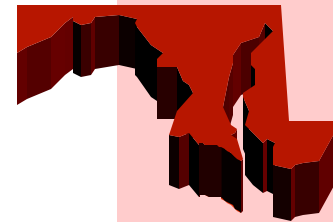
ANDREA M. FULTON
Executive Director

This information pertains to positions under the State Personnel Management System. This brochure does not constitute an express or implied contract for employment with the State of Maryland. The benefits set forth in this brochure are not intended to, and do not, create a contract of employment.

Department of Budget and Management
Office of Personnel Services and Benefits
Recruitment and Examination Division

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Maryland State Government Employment Information



This brochure provides information about the generous leave and benefits packages offered to State employees.

Leave

Annual Leave

The amount of annual leave earned depends on the length of the employee's State service. Annual leave is earned in the following increments:

0-5 years = 10 days per year

6-10 years = 15 days per year

11-20 years = 20 days per year

21 or more years = 25 days per year

Employees may carry-over up to 50 days of annual leave from one calendar year to the next. Upon separation from State service, employees will be compensated for any annual leave accrued at the time the employee leaves State service.

Personal Leave

Full-time employees are granted six personal days which may be used for any purpose. Upon hire, new employees receive 3-6 days of personal leave. The number of days is determined by the employee's date of hire.

Sick Leave

Full-time employees earn 15 days of sick leave per year. There is no limit to the number of sick days an employee may accrue or carry-over into a new

Assistance Program, training, wellness). Those Employees who work a minimum of 500 hours during a fiscal year may earn one year of full eligibility service toward retirement. The employees' creditable service will have reduced benefits, depending on the number of hours that they have worked.

How to Apply for Positions Within Maryland State Government

You may be interested in joining State service, or you may be a State employee looking for career advancement. There are a variety of positions open within Maryland State Government. The Office of Personnel Services and Benefits posts job openings, position information, and applications may be found on their website at www.dbm.maryland.gov. You may also obtain this information by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street Baltimore, Maryland 21201; by visiting 300 W. Preston Street, First Floor, Baltimore, Maryland; or by calling 410.767.4850, toll-free: 1.800.705.3493; TTY users call Maryland Relay Service, 1.800.735.2258.



State Ethics Commission

The State Ethics Commission's mission is to carry out legislative mandates and policy in support of the public interest in having government within Maryland and having lobbyists conform to established standards of ethical conduct and disclosure. State officials and employees who are at least equal to a base Grade 16 are required to receive training in the Public Ethics Law within six months of their employment, and generally are required to file a financial disclosure statement with the Commission within 30 days of starting employment and every year thereafter by April 30th. For more information, call 410.974.2068 or visit their website at ethics.gov.state.md.us.

Part-Time Employees

All permanent, part-time State employees earn salaries that are pro-rated for the number of hours in which they work. These employees also earn pro-rated leave. Employees who are actively employed at least 50% of the workweek are entitled to receive any of the employment rights, privileges, and benefits that are normally available to full-time employees. These employees receive full health insurance benefits, may join the State Employees Credit Union, and may participate in special programs offered to State employees (i.e., Employee

calendar year. Accrued sick leave is credited to employees' service time at retirement.

Unpaid Leave

A leave of absence without pay may be granted for up to two years.

Leave Bank and Leave Donation Program

New employees are eligible to join the State Employees' Leave Bank within 60 calendar days of the first day of their employment. These employees are eligible to request leave after 90 days of establishing their membership. Current employees may only join during the Open Enrollment period. There is also a donated leave program in which employees may donate leave to co-workers for certain medical conditions. Annual, sick (with a remaining balance of 240 hours), and personal leave may be used for joining the leave bank and for donating to others.

Other Types of Leave

- Bereavement
- Compensatory
- Accident
- Emergency release
- Religious observances

Paid leave is also granted for the following: jury duty; military service for up to 15 work days per year; summoned court appearances, if the employee is not a party to the action nor a paid witness; and up to four hours for State Personnel Management System exams or interviews.

Paid Holidays

Permanent employees receive at least 11 paid holidays per year.

Flextime and Telework

Many State agencies offer their employees flexible work schedules. There is a State of Maryland Teleworking Program in which employees and their supervisors have an arrangement where the employees may work at home, at a satellite office, or at a Telework Center on selected work days. Please see the information about the Teleworking Program by visiting the Office of Personnel Services and Benefits website: www.dbm.maryland.gov.



Retirement and Supplemental Retirement

Retirement

Employees in the contributory pension system are vested after five years of State service. Retirement is funded through contributions made by both the State and the employees. For more information, call 410.625.5555 or 1.800.492.5909, or visit their website at www.sra.state.md.us.

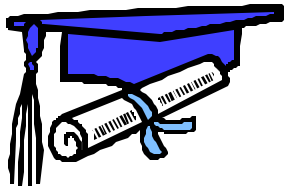
Supplemental Retirement

The State of Maryland has three supplemental retirement plans: the 457 Deferred Compensation Plan, the 403(b) Tax Deferred Annuity Plan (teachers only), and the 401(k) Savings and Investment Plan. For more information, call 410.767.8740 or 1.800.543.5605, or visit their website at www.msrp.state.md.us.

You may also track your supplemental retirement account from your own personal computer. To manage your account, visit www.MarylandDC.com. You can download investment information from this website into personal finance software packages, MS Money and Quicken.

Tuition Reimbursement Program

Participants in this program must be non-temporary State Employees in the State Personnel Management System who have successfully passed an initial probationary period. All college/university courses must be job-related. The tuition cost cannot exceed the maximum per credit hour charge of the University of Maryland, College Park. Reimbursement will provide for tuition costs only. For more information, call the Office of Personnel Services and Benefits, Employee Development and Training Institute (EDTI) at 410.767.5932.



Employee Assistance Program (EAP)

The State of Maryland provides a confidential service to help employees who face personal matters that adversely affect their lives and job performance. The program is voluntary and is available to all employees. For more information, call 410.767.1013 or 1.800.411.5123.

Health Benefits

An open enrollment period is conducted each year for those who qualify. During this time, employees may select their health plans. For more information about available health benefits for State employees, visit the Office of Personnel Services and Benefits website: www.dbm.maryland.gov.

Health benefits include a variety of plans:

1. Choice of several major medical plans (PPO, POS, HMO)
2. Vision (eye exam, glasses or contacts each year)
3. Life insurance
4. Dental
5. Prescription
6. Health care and dependent care spending accounts
7. Long-term care
8. Accidental death and dismemberment plan



Pay Rate

Salaries are determined according to the employees' job classifications and pay grades. Classification levels are well-defined to provide employees with valuable information for career planning. The pay scale includes 26 grades and 18 steps.

Direct Deposit

The State of Maryland offers direct deposit of payroll for all of its employees. Employees are advised at the time they are hired that their net pay will be paid via direct deposit, unless they specifically elect an exemption.

Bonuses Paid for "Hard to Recruit" Positions

Bonus programs are offered for Nursing and Social Work professional. New employees in approved classifications may be awarded sign-on bonuses of up to \$3,000, while current State employees may be awarded recruitment bonuses of up to \$1,000 for referring persons to fill these positions. Please see the hiring agency for details.

State Employees Credit Union (SECU)

The Maryland State Employees Credit Union is a not-for-profit financial institution, governed by a Board of Directors, that offers a variety of banking services. These banking services include checking, savings, and money market accounts, certificate of deposits, as well auto and home loans. They also have a service that allows you to bank and pay bills online. Contact SECU for further information, including their locations and how to become a member. Call 410.487.SECU or 1.800.TRY-SECU (1.800.879.7328), TDD: 410.821.3709 or 1.888.TDD.SECU (1.888.833.7328), or visit their website at www.secumd.org.

